

FRESNO, CALIFORNIA

CLASS SPECIFICATION

SENIOR MECHANICAL TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Senior Mechanical Technician is the fourth and journey level in a five level Mechanical series. Incumbents are responsible for performing skilled maintenance and repair of equipment, mechanical machinery, and control systems and serving as a lead to Mechanical Technician staff.

Distinguishing characteristics within the class, depending upon specialized area of assignment are, responsibility for independently performing skilled vehicle, machinery, and control systems maintenance activities in an assigned area of responsibility, which may include: auto body, brake front ends, air conditioning, buses, fire equipment, heavy equipment, helicopters, light equipment, or park equipment.

The Senior Mechanical Technician is distinguished from the Mechanical Technician by its responsibility for delegating work assignments, overseeing or providing lead direction to other technicians, training, ordering and distributing supplies, preparing reports, assisting in determining outsource repairs, and performing administrative tasks in the absence of the supervisor. The Senior Mechanical Technician is distinguished from the Mechanical Supervisor, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Serves as a lead worker to other employees, which includes: prioritizing and assigning work; determining completion of work; training staff on work methods, and developing maintenance and repair schedules to minimize down time and public safety impact. | Daily
10% |
| 2. | Inspects, overhauls, repairs, and maintains a wide variety of vehicles and equipment, including component and computerized systems. | Daily
15% |
| 3. | Troubleshoots diagnoses and performs complex, skilled repairs and/or overhauls to vehicles and equipment in assigned area of responsibility, including inspecting and replacing of broken or worn parts. | Daily
15% |
| 4. | Diagnoses, repairs, cleans, adjusts and installs fuel, ignition, electrical, HVAC, hydraulic, pneumatic, and cooling systems involving repair and replacement of applicable parts which, depending on assignment, may include carburetors, fuel pumps, starter motors, distributors, generators/alternators, voltage regulators, wiring, switches, batteries, radiators, thermostats water pumps, brakes, and hydraulic systems. | Daily
10% |
| 5. | Diagnoses, repairs, overhaul, and rebuild transmission systems and diesel and/or gasoline engines. | Monthly
5% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
6.	Performs preventative maintenance and servicing activities which, depending on assignment, may include: changing oil; changing filters; applying lubricants; checking fluid levels; inspecting brakes, chassis components, and tires; and performing other related activities.	Weekly 5%
7.	Uses and maintains a full set of hand, power and shop tools and equipment related to the work, observing safe work methods and utilizing safety equipment related to the work.	Daily 10%
8.	Completes a variety of logs, documents, and/or simple reports regarding quantity of materials handled, equipment operations, vehicle conditions, maintenance and repair activities, cost estimates, invoices and/or other related information.	Daily 10%
9.	Performs vehicle safety inspections to ensure proper and safe functioning of applicable vehicles and equipment.	Daily 5%
10.	Installs, repairs, and replaces a variety of ignition systems, transmissions, differentials, axles, and/or other related parts.	Weekly 5%
11.	Monitors and procuring inventory to ensure efficient and effective operations.	Weekly 5%
12.	Fabricates parts and tools utilizing lathes, shapers, drill presses, and welding equipment.	Weekly 5%
13.	Performs other duties of a similar nature or level.	As Required

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Body & Fenders may be responsible for:

- Preparing vehicles for painting and refinishing;
- Sanding, puttying, priming, and painting vehicles and equipment;
- Measuring, cutting, and installing vehicle windows and windshields;
- Monitoring farebox operations.

Positions assigned to Helicopter Mechanic may be responsible for:

- Implementing aircraft flight acceptance procedures, including assisting with test flights;
- Implementing major and minor repairs and air frame modifications in accordance with FAA regulations;
- Updating aircraft maintenance manuals;
- Maintaining aircraft oxygen systems.

Positions assigned to Buses, Light, and Heavy Equipment may be responsible for:

- Performing complex diagnostic work, repair, and maintenance of suspension and steering systems;
- Preparing City vehicles for use or disposal.

Positions assigned to Fire Equipment may be responsible for:

- Filling self-contained breathing air cylinders;
- Disassembling, repairing, and testing pumps, air compressors, resuscitators, extension ladders, and related equipment to NFPA guidelines;
- Removal and disposal of tested hazardous waste or materials.

Positions assigned to Parks Equipment may be responsible for:

- Leading and participating in the repair and maintenance of commercial turf maintenance and construction equipment;
- Sharpening reels on gang mowers.

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SENIOR MECHANICAL TECHNICIAN

Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and additional coursework in field, and six years of journey level experience directly related to area of assignment are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Based upon assignment, completion of recognized apprenticeship program or High School Diploma, or GED and two years experience as a Mechanical Technician may be required.

Licensing Requirements (positions in this class typically require):

At time of appointment and throughout employment some positions, based on assignment, may require:

- Basic Class C License
- Commercial Class B License with passenger endorsement
- Commercial Class B license with airbrake endorsements and tank endorsements
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired
- Fire Mechanic II/Master Mechanic

Knowledge (position requirements at entry):

Knowledge of:

- Applicable tools and equipment utilized in assigned area or responsibility;
- Applicable terminology utilized in the trade;
- Methods, materials, techniques and equipment utilized in assigned area of responsibility;
- Inventory management principles and practices;
- Vehicle and/or equipment maintenance and repair practices and procedures in assigned area of responsibility;
- Safe work practices and procedures.

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Skills (position requirements at entry):

Skill in:

- Prioritize and assigning work, detail oriented and ability to multi-task
- Training employees in proper work methods
- Coordinating and implementing preventative maintenance to applicable vehicles and equipment
- Troubleshooting, diagnosing, and resolving vehicle and equipment problems, and malfunctions
- Monitoring and participating in the preparation and maintenance of operational reports, logs and records
- Performing vehicle and equipment maintenance and repairs in assigned area of responsibility
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, and travel.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008